Session 6: Module 8 - Participant Activities - Part 1 (VOC Cert/Doc)	
SCRIPT	
Description	**Text**
1. Introduction	**Welcome** to M-SPIRIT **Session 6, Module 8**, of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Participant Activities Continued…
3. Start1	VOC Certifications
4. <voc>	In this module, we are going to take a look at some of the functions we haven't reviewed yet in the Participant Activities menu.
	Go ahead and open the menu.
5. <voc1>	The first function we are going to review is VOC Certification.
	If you remember, way back in Session 2, we discussed performing VOC Certifications, or Out-of-State Transfers, for participants new to the Montana WIC program via Applicant Prescreening.
	For participants with existing records in the local or statewide database, a VOC Certification has to be completed from within the Participant Folder.
	The option is only enabled when the participant does not have a current Montana certification.
	Go ahead and select VOC Certification.
6. <voc2>	<no script>
7. <voc3>	The fields are enabled based on the WIC Status, or WIC Category, selected.
	Click the WIC Status drop-down.
8. <voc4>	Let's select each WIC Status and see which fields are enabled.
	Select Breastfeeding.
9. <voc5>	<no script>
10. <voc6>	Once fields are enabled, they are required.
	Do you remember how to answer "Were you on WIC in this state during the pregnancy"?
	Essentially, if they were certed in Montana for their most recent pregnancy, then select Yes.
	If they were certed in a state other than Montana for their most recent pregnancy, or they were not on WIC at all, then select No.
	Let's use our hot keys to select the next WIC Status. Press C on your keyboard.

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11. <voc7>	Only the Certification End Date is required for children.
	Type the letter "I".
12. <voc8>	Again, only the Cert End Date is required.
	Despite the fact that M-SPIRIT doesn't collect Amount of Breastfeeding for infants or children, you know by now that the Health Information fields, especially Amount of Breastfeeding, must be completed before creating a food package.
	Type the letter "P".
13. <voc9>	Just like in Health Information, you only have to enter either the Expected Delivery or the LMP Start Date and the system auto-calculates the other date for you.
	Also, for pregnant women, you should always select No in the "Were you on WIC in this State" section.
	OK. Last one. Type the letter "N".
14. <voc10>	It should be noted that any health information fields completed in the VOC cert window will populate into their respective fields in the Health Information screen.
	Let's complete this for Mama who has been living in Wyoming for a couple of years.
	The last time she was on WIC in Montana, she was non-breastfeeding but since then has had another baby, and is now breastfeeding.
	Press the "B" key to return to Breastfeeding.
15. <voc11>	Mama had her baby on July 1, 2011 and based on the discussion we've had with her so far, we believe she is going to be substantially breastfeeding.
	Enter her Cert End Date of 7/31/12 and press the Tab key on your keyboard.
16. <voc12>	Enter her Actual Delivery Date of 7/1/11 and click on the Amount of Breastfeeding drop-down.
17. <voc13>	Select Partially Breastfeeding <= Max.
18. <voc14>	<no script>
19. <voc15>	Go ahead and select the correct radio button in the "Were you on WIC in this state" section.
20. <voc16>	Click OK.

Description	Text
21. <voc17>	For VOC Certs, you should update the participant's address and phone number…
22. <voc18>	…if it has changed.
	They system calculates the priority based on WIC Category and Risk Factor 502 - Transfer of Certification.
	Click on the AdditionalInfo2 tab.
23. <voc19>	Montana has defined the WIC Priority to be 1 for all participants transferring into Montana from other states, except for NBF moms.
	Non-Breastfeeding mothers VOCing into Montana receive a Priority of 6.
	Let's click on her Risk Factors tab.
24. <voc20>	Click Yes since we updated Mama's address information.
25. <voc21>	A person VOCing into Montana receives the 502 risk factor and the Priority associated with her WIC Category. As stated earlier, since Mama is breastfeeding she is has a Priority of 1.
	Besides risk factors, what must we ensure is completed before assigning a food prescription?
	Right. Health Information. Click on the tab.
26. <voc22>	If you remember, most of the fields are disabled in the Participant Folder.
	However, for Breastfeeding women, you must complete the Infant(s) Born from This Pregnancy information.
	Go ahead and click on the button.
27. <voc23>	We need to add Mama's breastfeeding infant. Click Add.
28. <voc24>	You remember the Add Infant Information screen. It must be completed for breastfeeding women who are VOC certified.
29. <voc24A>	Done. Click OK.
30. <voc25>	The new infant's information has been added. Click Close.
31. <voc26>	Now that we've completed the Health Information, we could add additional risk factors.
	Do you remember how to do that in the Participant Folder? Go ahead.
32. <voc27>	<no script>
33. <voc28>	<no script>
34. <voc29>	If we hadn't completed Health Information, when we opened this screen…

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35. <voc30>	...it would have looked like this. Notice anything missing?
36. <voc31>	Although it is not required, we could add additional risks at this time...
37. <voc32>	...and let's click Close.
38. <voc33>	So, Health Information is complete and Risk Factors are assigned.
	We are now ready to add a food package. Click on the Food Prescription tab.
39. <voc37>	Can you create a default food package without any changes for Mama? Go ahead.
40. <voc38>	<no script>
41. <voc39>	<no script>
42. <voc40>	We are finally ready to VOC cert Mama's baby and then issue benefits...
	...which we aren't going to do in this module.
43. Note	Right now, we know it seems like there are a lot of steps to remember to complete the VOC Cert.
	But, as you become more familiar with M-SPIRIT, you will know what needs to be completed to be able to create a default food package and then issue benefits to a participant transferring from another state.
44. Document	<no script>
45. VOC Doc	You can print a VOC document for a participant in a current cert.
	It provides the most recent record for their current certification period.
46. VOC Doc 1	A few reasons to provide a VOC document include when participants request information from their most recent certification, if they are moving out of state or if they are a migrant family.
47. <vocdoc>	Let's take a look at the VOC document and how to print it.
	Atwin is moving to Wyoming and her mom has requested a verification of her WIC certification.
	Click on the Participant Activities menu.
48. <vocdoc1>	Select Produce VOC Document.
49. <vocdoc2>	<no script>

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50. <vocdoc3>	If you are printing the VOC for the participant's information only, the Terminate Participant checkbox should not be checked since she is remaining on Montana WIC.
	For Atwin though, the Terminate Participant checkbox should be checked because we terminate participants when they indicate they are moving out of state.
	Click on the Terminate Participant checkbox.
51. <vocdoc3A>	Go ahead and pick Today's date for the Termination Date.
52. <vocdoc3B>	<no script>
53. <vocdoc3C>	Great! Now pick the Termination Reason.
54. <vocdoc3D>	<no script>
55. <vocdoc3E>	<no script>
56. <vocdoc3F>	Click on the OK button to print the VOC.
57. <vocdoc4>	This is an example of the Montana WIC VOC Document.
	It provides information from the most recent record, whether added during the certification or into the participant folder...
	...and includes: blood work, height/weight measurements, and assigned risk factors.
58. <vocdoc5>	It also provides an income documentation date, the Cert Start and End dates, and Benefit Issuance information.
	If you sign the Agency Representative signature lines, this document can be used by the participant as an official VOC document to transfer to another state.
59. <vocdoc6>	Once a VOC document is printed, M-SPIRIT auto-generates a general note.
	Let's take a look at it. Remember where to find notes? Go ahead.
60. <vocdoc7>	<no script>
61. <vocdoc7A>	<no script>
62. <vocdoc8>	We've already selected the note, which is pretty general. It only indicates who printed it and when it was printed.
	Click Close.
63. <vocdoc9>	<no script>
64. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.

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	All questions will be answered at a review session and in the Montana WIC web site Q & A section.